

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: ADMINISTRATIVE ASSISTANT IV -
Plans and Operations

SALARY GROUP: A15

DEPARTMENT: Plans and Operations

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Bobby Lumpkin DATE: 05/04/2022

POSITION #: 033210

I. JOB SUMMARY

Performs highly complex administrative support work. Work involves providing and coordinating administrative support including disseminating information; developing filing systems; preparing and editing reports and documents; and providing guidance to others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Performs technical assistance work for an agency program; coordinates work with departments of the agency, local, state, federal, and private organizations, and the public; and develops administrative and technical assistance policies and procedures.
- B. Coordinates the preparation, editing, and distribution of correspondence, reports, studies, forms, and other documents to include Administrative Directives, Security Memorandums, and Post Orders; prepares, interprets, and disseminates information concerning programs and procedures; and responds to inquiries regarding technical program and administrative rules, regulations, policies, and procedures.
- C. Develops and maintains filing, record keeping, and records management systems to include automated information systems; and compiles, edits, and enters data, makes calculations, and prepares reports.
- D. Researches, composes, designs, and edits agency publications, forms, manuals, and reports; assists in researching technical issues; and participates in the planning and execution of an agency program.
- E. Provides training and technical assistance to others.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Public Administration, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or criminal justice experience.
3. Three years full-time, wage-earning computer operations experience.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.
5. Research or technical writing experience preferred.
6. Correctional custody or law enforcement experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of business terminology, spelling, punctuation, and grammar.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in administrative problem-solving techniques.
8. Skill in technical writing.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to plan work in order to meet established guidelines.
12. Skill to train others.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill to type 45 words per minute (with no more than 10 errors) preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, telephone, dolly, and automobile.